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## Instructions for completing CUPA to State Summary Reports

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### Instructions

#### **REPORT 1: Surcharge Transmittal Report**

Report 1 is to be completed and submitted to the Secretary for Environmental Protection (care of Air Resources Board) within 30 days of the end of each fiscal quarter. Report in the boxes only the amounts for the reporting fiscal year(FY). However, fees collected for previously billed fiscal years may be included at the bottom of report 1.

	Last Day of Quarter	Quarterly Surcharge Due to State
1 <sup>st</sup> Quarter (July, August, September)	September 30	<b>October 30</b>
2 <sup>nd</sup> Quarter (October, November, December)	December 31	<b>January 30</b>
3 <sup>rd</sup> Quarter (January, February, March)	March 31	<b>April 30</b>
4 <sup>th</sup> Quarter (April, May, June)	June 30	<b>July 30</b>

Send report 1 to the following address:

Air Resources Board  
Atten: Accounting and Grants  
P.O. Box 2815  
Sacramento, California 95812-2815

Questions regarding this form should be directed to the Unified Program Section. Please contact Ms. Bridget Bonilla at (916) 327-9557 or at [Bbonilla@calepa.ca.gov](mailto:Bbonilla@calepa.ca.gov)

#### **CUPA Oversight Component [27 CCR, section 15240(c)(1)]**

Enter the amount of Surcharge money being remitted for all regulated businesses subject to fees during the reporting fiscal year. Do not include amounts that were collected for any previously billed fiscal years in these boxes.

*For example: Big Industry Company, Inc. possessing six offices with different locations within Niceville County CUPA's jurisdiction would pay 'Surcharge amount' X 6 = \$ total surcharge owed. Each office location would be counted as a UP regulated business subject to the CUPA oversight service charge.*

### **UST Component [27 CCR, section 15240(c)(2)]**

Enter the amount of money being remitted for regulated businesses subject to the UST program element for the reporting fiscal year.

Do not include amounts that were collected for previously billed fiscal years in the boxes.

*For example: Big Industry Company, Inc. with six offices in different locations possessing 2 tanks per location within Niceville County CUPA and must pay 'UST Surcharge amount' X 2 X 6 = \$total amount owed. Each regulated tank would be subject to the UST oversight service charge.*

### **CalARP Component [27 CCR, section 15240(c)(3)]**

Enter the amount of money being remitted for each business subject to the CalARP program element for the reporting fiscal year.

Do not include amounts that were collected for previously billed fiscal years in the boxes.

*For example: Six offices with different locations, each owned and operated by Big Industry Company, Inc, and each manufacturing chemicals, within Niceville County CUPA would pay 'CalARP Surcharge amount' X 1 = \$total amount. In this example Big Industry Company, Inc. is considered a single UP regulated business regardless of the number of stationary sources they operate (for purposes of the surcharge only). [Dependent upon the CUPA, each location could be charged the single fee amount]. If waived in this program element, fees are not collected except in the first year. Report first year CalARP fees collected in the appropriate fiscal year.*

### **Totals**

Enter the sum of all three surcharge amounts.

***Note: If there is additional money being remitted for previous fiscal years, follow the instructions below.***

**Remitting amounts collected for previously billed fiscal years**

Each billed fiscal year should receive a document identified by the fiscal year.  
If the billed fiscal year is unknown, simply leave the “fiscal year” blank and provide the surcharge program and the amount of money remitted on a separate document.  
If the billed fiscal year and the surcharge program are unknown provide the amount of money remitted on a separate document.

Surcharge Component	Fiscal Year				
	1998-1999	1999-2000	2000-2001	2001-2002	
	CUPA Oversight	\$10.00	\$10.00	\$10.00	\$17.50
	UST	\$8.00	\$8.00	\$8.00	\$10.00
	CalARP	\$105.00	\$105.00	\$105.00	\$200.00

\*Do NOT remit or include late fees collected for any program element or for state surcharge.